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REQUIREMENTS:

1. Must be an Active or Life member in good standing.
2. Elected by the membership, usually as State President-Elect. The President is a voting member of the State Executive Board (SEB) and of the CSPR membership.
3. Committed to advancing the goals of the California Society for Pulmonary Rehabilitation.

DUTIES:

1. Acts as chief administrative officer and legal head of CSPR. Responsible to the SEB and to the membership of this society.
2. Exercises supervision over CSPR's activities, members and volunteers.
3. Represents and speaks for CSPR to other organizations and to the public.
4. Presides at SEB meetings and the annual business meeting using the parliamentary authority designated in the Bylaws as a guide.
5. Appoints persons to fill vacancies for state offices and committee chairpersonships. Appoints Ad Hoc chairpersons as needed to carry out CSPR's activities.
6. Usually cosigns (with another designated officer, usually the Treasurer) all checks drawn on the Society's account. (All CSPR checks require the signatures of two elected officers).
7. Sets goals at the beginning of the Society's fiscal year and directs their completion during the remainder of the term of office.
8. Facilitates project completion through committee work and supportive intervention with the chairpersons and other members of the SEB. Shall be an ex-officer member of all committees except the Nominating Committee.
9. Maintains open lines of communication with all officers and chairpersons, monitoring their progress on assigned projects.
10. Coordinates with the State Secretary to collect reports from officers and chairpersons prior to each regular meeting of the SEB. Compiles an agenda and time line for the meeting. Sends the agenda, time line and any supporting information to the State Secretary for distribution before the meeting.
11. Writes an article for each issue of the Society's newsletter to inform the members of the SEB's activities.
12. Submits a proposed budget request for the next fiscal year to cover the expenses related to this office to the State Treasurer in a timely manner.
13. Serves a one-year term as State Immediate Past President after completing the term of office as State President.
14. Reviews this position description near the end of the term of office and suggests changes in it as part of the final report to the SEB.

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TERM OF OFFICE: One year as State President

ABILITIES: The President fills three roles -- leader, administrator and presiding officer. To be successful, the President must be able to set goals and unite the members, overcoming obstacles. This officer must be able to communicate clearly with other people and collaborate with others to accomplish CSPR's goals. Possessing a knowledge of parliamentary procedure and prior experience leading an organization also will assist the President in meeting the responsibilities of the office. This officer must be willing to commit a substantial amount of time to the work required of this position. (In case the President-Elect is unable to complete the elected term of office, and a replacement is being recruited, it is strongly recommended that the President should have been a member of the SEB for one year prior to becoming President.)

REFERENCES:

1. **Bylaws of California Society for Pulmonary Rehabilitation, as amended November 1993.**
2. **ROBERT'S RULES OF ORDER, NEWLY REVISED.** Scott, Foresman 1990.
3. **STANDARD CODE OF PARLIAMENTARY PROCEDURE,** third edition. By Alice Sturgis. McGraw-Hill, 1988.

APPROVED by STATE EXECUTIVE BOARD on: April 5, 1995

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